



NAVAJO COUNTY EDUCATION SERVICE AGENCY
JOB DESCRIPTION

TITLE: School Psychologist
SERVICE: Unclassified

FLSA: E
REVISED: 7/1/13

SUMMARY: The School Psychologist develops strategies and interventions to assist students in academic success; measuring and interpreting the intellectual, adaptive, academic, social and emotional development of children; and interpreting results of psychological studies. The employee is directly responsible to the SSC Administrator.

ESSENTIAL JOB FUNCTIONS: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Administers standardized and/or supplemental assessments for the purpose of measuring the intellectual, adaptive, academic, social and emotional development of children and/or determining eligibility for services in compliance with regulatory requirements.
- Assesses students' functional capabilities and home and/or classroom environment for the purpose of determining student's functional level and developing recommendations and/or placement.
- Assists other staff for the purpose of developing and applying student monitoring systems and designing academic and behavioral interventions.
- Assists all specialists (e.g. autism consultants, behavior specialists, occupational and physical therapist, speech language pathologists, etc.) for the purpose of creating and delivering student supports.
- Compiles information from a variety of sources (e.g. administrators, teachers, nurse, parents, mental health agencies, other professionals, etc.) for the purpose of producing a comprehensive screening/ evaluation report in compliance with established guidelines.
- Consults with teachers, parents, and/or other outside personnel or professionals for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Coordinates with school staff to implement school wide program development and program evaluation (e.g. RTi, PBIS) for the purpose of ensuring effective programs to assist children who experience physical, mental, social and emotional difficulties.
- Counsels students, parents and guardians for the purpose of enhancing student success in school.
- Helps students for the purpose of creating smooth transitions to and from school and community learning environments, such as residential treatment centers
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Promotes school policies and practices for the purpose of ensuring the safety of all students by reducing school violence, bullying and harassment.
- Researches resources and methods (e.g. intervention, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Completion of other duties as assigned and relevant to the practice of school-based school psychology.

KNOWLEDGE AND SKILLS:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: psychology and educational principles; and pertinent codes, policies, regulations and/or laws.

MINIMUM QUALIFICATIONS:

The School Psychologist must possess a minimum of a Master's degree in school psychology, certification as a School Psychologist by the Arizona Department of Education and fingerprint clearance from the Arizona Department of Public Safety.